

RVP Job Description (From the NAADAC Policies and Procedures)

E. REGIONAL VICE PRESIDENT JOB DESCRIPTION

PURPOSE:

To provide regional identity and to facilitate communication between the state affiliate and the National Association.

REPORTS TO: NAADAC President

QUALIFICATIONS:

1. Current member in good standing of NAADAC
2. Live in the region represented
3. Have two years of experience on either the NAADAC Board or a NAADAC Affiliate (State/Chapter Association) Board.
4. Hold a state and/or national credential in the field of addiction counseling.
5. Must have been actively engaged in the profession of addiction counseling for two years.

DUTIES:

1. Attend all of the NAADAC Executive Committee meetings and Board of Directors meetings.
2. Serve on NAADAC committees as requested by the President.
3. Communicate with affiliates regularly to:
 - a) Solicit input
 - b) Provide information to state delegates
 - c) Encourage participation at NAADAC functions such as the Annual Conference and Public Policy Conference.
 - d) Assist with the development and fulfillment of affiliates' goals and support the NAADAC strategic plan.
4. Identify sponsors or exhibitors for NAADAC events
5. Assist the President at the Annual Conference and Public Policy Conference.
6. Submit an annual regional report to the National office before the Annual Conference.
7. Represent region's concerns and issues and communicate responses back to the states in region.
8. Assist in promoting and organizing leadership training events or other NAADAC events in the region in conjunction with the National office.
9. Promote membership in NAADAC
10. Lend assistance to states in the region when so asked by the state President/Delegate or National officer.
11. Attend state meetings representing NAADAC and helping in membership recruitment, fundraising, and leadership development.
12. Provide recommendations of members within region to the President and Nominations Committee to fill vacancies on the NAADAC Board, the NAADAC Certification Commission, and Committees.
13. Perform additional duties as assigned or requested by the President.

TIME COMMITMENT:

NAADAC Regional Vice Presidents are expected to:

1. Serve a two (2) year term, not to exceed two consecutive terms.
2. Attend the NAADAC Planning Retreat (3 days)
3. Attend the NAADAC Annual Conference (5 days)
4. Attend the NAADAC Public Policy Conference (4 days)
5. Be available for monthly conference calls with the Executive Committee
6. Attend state conference/meetings in region when invited.
7. Provide two (2) written reports per year.
8. Answer calls and letters as needed.
9. Participate in any RVP conference calls as needed.
10. Write correspondence or make calls as needed.